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[In order to provide round-the-clock and complete intelligence support by the CIA to the DCI and to the White House and other agencies during tactical crisis situations such as the current situation in the

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25X1A It is necessary that all components of the Agency develop contingency plans to ensure the creation of focal points within the Agency to render the required support.] As a critical situation develops, some or all of the following actions should be implemented. As they are implemented, the office of the DCI and DDCI should be informed.

1. The Situation Room in the OCI area will operate, in Task Force style, on a 24-hour basis. The Situation Room will establish and maintain ties between all appropriate components within the Agency to ensure that all critical information is available in the Situation Room and in turn to the DCI. The Situation Room will also maintain 24-hour immediate communications by teletype and phone to the White House, NMCC, State Operations Center, and other such organizations.

2. All procedures are to be streamlined in order to ensure that information relating to the crisis is passed promptly within and outside the Agency. There should be no hesitation in taking unusual steps to ensure that the word is passed as quickly as possible to those agencies or officers capable of acting upon the information.

3. All Agency offices involved in the crisis should keep in the closest possible touch in the fast dissemination of critical information and developing assessments of the situation and outlook, and in making recommendations to

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the DCI covering operational as well as intelligence collection proposals. (It is particularly important to size up information gaps and to lay on or recommend laying on special collection operations.) Each Deputy Directorate will prepare and maintain duty rosters of senior officers in each Directorate for around-the-clock duty in each Directorate. (It is optional and may be preferable to have the Directorate representative posted to the Situation Room during off-duty hours.)

4. The Executive Director, when requested by DCI or DDCI, will prepare a list of the Agency's top officers to act on the DCI's behalf in the DCI office during periods in the duration of the tactical situation.

5. Procedures will be established to screen communications relating to the crisis in order to ensure their moving as quickly as possible to the Situation Room and the O/DCI.

6. The status and particularly the deficiencies of Agency as well as other U.S. communications will be reported promptly to the DCI and actions taken to solve any problems and supplement these communications as necessary.

7. Lists of language and area specialists will be maintained in order that temporary duty teams can be assigned promptly if required to the critical area. Similar lists of Communications personnel, Agency liaison officers for U.S. Commands, and other such personnel will also be maintained. All necessary actions must be taken to ensure that couriers, printers, communications personnel, vehicles, and other such support are available around-the-clock throughout the crisis.

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